



Dwight Miller, Mayor
Dan Berman, City Manager

STAFF ACTIVITIES REPORT

July 2017

City Administration:

Law Enforcement Services.

Deputy Mathieson's June Report is attached separately.

Measure Z funds for the 2017 fiscal year have been received, and Staff's application for Measure Z funds for 2018 has been approved for funding by the Board of Supervisors in the amount of \$75,000. Staff are working with the Sheriff's Office and County to finalize the new contract as approved by the Council. The Sheriff's Office expects that a dedicated half time deputy will be available starting in October 2017. The new contract with the Sheriff's Office is in final form awaiting all signatures, and a more detailed daily log system is now in place for both Deputy Mathieson and all extra shift officers.

2017-18 Budget Process

The 2018 Budget was approved July 18th Council meeting.

Fiscal Reserves Policy

A Fiscal Reserves Policy was discussed at the July 18th Council meeting and a revised version is included in the Consent Agenda for the meeting on July 26th.

Trinidad Rancheria EA for the Harbor Property

This comment period is closed. The City and multiple other agencies and individuals submitted comment letters and are awaiting responses.

STR Ordinance

The City's STR Ordinance was certified by the Coastal Commission in June and is now in effect. Existing permits are in effect through September, and Staff are preparing guidance and new application materials.

Tsurai Study Area Settlement and Land Transfer.

The Coastal Conservancy's approval is required for the land transfer to go forward. There are four party discussions underway to try and meet their requests for that approval. The draft settlement (as conditionally approved by Council in December 2016) has not been signed by either TAS or the City. Since approving that settlement, the City and TAS received notice from the Coastal Conservancy that in keeping with an earlier legal settlement, specific conditions beyond those in the draft settlement are required.

Auditor recommendations for non-interest bearing cash accounts.

Staff have moved some funds to LAIF, and are working with the County Treasurer to move a significant portion of our checking account balance to the County's investment pool. Other options were explored with Tri-Counties bank, but did not exceed the County investment pool returns.

Planning

General Plan/LCP Update- Planning Commission has continued to hold extra meetings to review General Plan Elements/Chapters. Although the Planning Commission is still somewhat behind the ambitious schedule presented in the February memo, they have now reviewed the entire draft. Now staff needs to update the older elements with current information and the Planning Commission's input prior to it going back to them. Staff also needs to work with the Tribes to get their input on the entire general plan and to finalize the draft Cultural Element. In the meantime, the City has not been assigned a new local Coastal Commission staff contact to work with on the LCP update/grant. We need to get Coastal Commission staff input soon, and so City staff have been trying to get that moving.

View Restoration Permit process for Van Wycke St.

The applicants are working on obtaining a more detailed arborist report and pruning plan. However, the property on which the vegetation is located is for sale. Staff is hopeful that the applicants can start negotiations with the new owner that would lead to a mutually agreeable vegetation management plan and reduce or eliminate the need for further City involvement. The arborist was very busy in the Spring, which, along with the sale, has slowed down the process.

CalFire Water Line Extension

There were no requests for Tribal Consultation on this General Plan / LCP amendment. The amendment is needed in order to allow extension of City water to the Fire Station parcel, which is outside the City's approved Water Service Area. The amendment was scheduled to be heard by the Planning Commission on July 19, but there was not a quorum. If approved by the Commission, it will then go to the City Council for approval in August. The County is concurrently processing a similar amendment. Both amendments will go to the Coastal Commission for certification. Since Coastal Commission staff have been involved in drafting the LCP amendments, that is not expected to be a difficult process. Once the LCP amendments are certified, CAL FIRE can apply to the City (and County) for the CDP and other necessary permits for the physical construction of the water line.

WATER SYSTEM

Install Streamflow Monitoring on Luffenholtz Creek (Water Fund)

This is under way, with flow monitoring being conducted through the summer to calibrate the automated monitor.

Resolving Title at Water Plant The Water Plant was built on the old County road right of way, and that has never been cleaned up. The County has indicated they are open to helping us resolve this.

Asset Management System –New Asset Management software is configured and installed at the Water Plant, and is already populated with data about many key components and maintenance of the Water Plant. Water Plant staff has completed remote training on use of the asset management system, the mobile work orders to be used in the field, and the water quality compliance reporting module. The program is up and running and staff is now using this for the maintenance scheduling and recordkeeping. The next step will be using the water quality module to complete the next round of water quality reporting for the State and the annual Consumer Confidence Report.

Capital Improvement Program (CIP) –The Asset Management Software will help staff develop long range plans for future replacement of critical assets and to prioritize our long term maintenance and replacement efforts.

Water Filter Replacements – (Water Fund) – This emergency action is complete. The three main polishing filter trains at the Water Plant are all new (two are brand new, one is two years old) and working well.

Hazard mitigation – With the cooperation of Cal-Fire and staff hazardous ivy has been removed and vegetation fuel reduction has been performed on the majority of city property at the water plant.

Water accountability – Through various means, such as, aged meter replacement, identifying and addressing leaks, accounting for plant process water, and metering previously un-metered services staff continues to audit true water loss. Recently staff have identified and fixed several leaks in the distribution system. Staff have also identified numerous leaks on the property owners side and coordinated with the appropriate party to facilitate the necessary repairs.

Operator certification – Recently staff members through California Dept. of Public Health examinations have achieved higher levels of certification in both water treatment and distribution system operation.

Water Treatment Plant SCADA System - Quarterly water treatment plant and distribution system alarming and notifications systems have been tested, verified and improved. All system alarms are functioning optimally. By doing so staff is continually optimizing the operation of the water system.

Water Distribution System - Two pressure reducing valves which are critical components that regulate water system pressures in the lower part of town have been rebuilt and are functioning properly.

PUBLIC WORKS

Memorial Light House and Edwards St Slide The initial site response is complete, including removal of the concrete ramp and old fencing, and pulling back the parking lot. Four boreholes have been drilled to establish depth to bedrock and soil profiles. Two of them have monitoring devices installed to measure ground movement at depth. This work is all included in our application for Disaster Relief Funding. PARSAC grant funding of \$20,000 has been successfully applied for to support these efforts. Staff are working with FEMA/OES and are hopeful that this project will qualify, which would mean state and federal funding would cover ~90% of costs to restore and stabilize the site. An updated assessment of the risk and potential solution will be coming to Council at the July 26th meeting.

Town Hall Improvements. Scott Baker is assisting the city with prioritizing the remaining ADA improvements, including parking and the water fountain. Zero Waste Humboldt is applying for a grant to install a water bottle filling station, likely also in Town Hall.

Trails Committee. The Trails Committee has been formed and begun meeting.

Storm Damage Repairs –The storm drains off Scenic Drive just past the entrance to the Saunder’s shopping complex that became disconnected in this winter’s storms have been repaired. This was done as emergency work due to the threat to Scenic Drive. This is one of the projects for which staff have applied for Disaster Relief funding.

OWTS Permits Staff and the City Planner met in April to review the OWTS process and develop a workplan for getting OWTS permits done for the whole City. Staff are looking at how to spread the workload for this project across more people so it is not all on the City Planner. The City Planner is working on a step-by-step guide and compiling all the information needed to allow other staff to complete at least parts of the OWTS permits.

Firehouse Expansion – was funded by Council from City Reserves and is underway.

GRANTS –

Van Wycke Trail – (Grant Funded) – Request for Scope Change approved by Caltrans. Caltrans requires the CEQA document to be completed as the next step in the process. A scope of work for City Planner Trevor Parker to complete this is on the Consent Agenda for the July 26th meeting, and will be funded by the grant.

Clean Beaches Initiative OWTS Repair/Replacement Grant – The first round of repairs have been permitted and are being put out to bid as weather allows. Another round of outreach is underway to invite OWTS owners in the priority areas of Parker,

Luffenholtz and Joland Creeks to get their systems inspected and, if their system needs repairs, to apply to the Clean Beaches OWTS program for funding assistance.

ASBS Storm Water Management Improvement Project – The State Water Resources Control Board awarded the City approximately \$4 million in Prop 1 grant funds through the Storm Water Grant Program.is in the process of applying for additional grant and/or loan funding to meet the approximately \$450,000 grant match requirements.

Ocean Protection Council funded Citywide LID Planning and Construction Project
An update on this project will be presented at the July 26th meeting.

BUILDING DEPARTMENT

Complaints regarding the former Church at the base of Westhaven Dr. continue to be received and a letter requiring an inspection and updates from the property owner has been sent out. An inspection was conducted on May 5th and the Building Inspector is requiring all items identified to be addressed.

Alley widths and parking issues were reviewed with the Building Inspector, staff, and Council members. Staff are soliciting Calfire input, and considering how to ensure the alleys remain clear for emergency vehicles.

A final warning letter requiring action regarding unpermitted work (a carport) on Berry Rd. was issued.

Routine review of plans and specs for construction in town is ongoing.

The Building Inspector is assisting in oversight of the Fire House Expansion.